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21 May 1962

MEMORANDUM FOR: Chief, Finance Division

SUBJECT : Transmittal of Personal Checks to Headquarters

REFERENCE :

25X1A

1. A review of Subject procedure indicates that the pouching of checks under separate cover enclosure requires the Monetary Branch to hold checks for periods of one week to one month awaiting the covering T/A or dispatch which in accordance with references shall clearly explain the purpose for which the checks were forwarded. Conversely, when the T/A or dispatch is sent first, the checks arrive a week or more later. Attached are two current examples of the above procedures.

2. It is suggested that TAS be requested to explore the possibility of amending reference regulations to provide for a more expeditious delivery of checks and accompanying documentation. The amendment should permit the forwarding of T/A and/or dispatch, in true name to accompany the checks. The checks can be listed in true name on the T/A and/or dispatch. This would assure that when the Monetary Branch receives the pouch, it would be complete and ready for processing.


Chief, Monetary Branch

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